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Special Libraries

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The Bureau of Railway Economics Library,* Washington, D. C.

By RICHARD H. JOHNSTON, *Librarian*

The Bureau of Railway Economics Library is a special library. It is not our present concern to give a definition of the somewhat inadequate word "special." That we have attempted to do in Chapter VIII of the American Library Association Manual. However, the popular conception of a special library as one containing a collection of literature relating to a special subject presents an introduction to the description of the Bureau of Railway Economics Library.

In 1892 Timothy Hopkins of California, while treasurer of the Southern Pacific Railroad, gave his library of 2,000 books and pamphlets to Leland Stanford Junior University with a fund for purchases which had by 1895 increased the collection to 9,245 books and pamphlets, when the Hopkins Railway Library catalogue was published. This, the earliest special railway collection, included an excellent representation of the earlier railway literature, now unfortunately most difficult to discover and obtain, and made up a most adequate collection of all that was then printed, with a striking feature consisting of practically full sets of all important railway periodicals.

In 1905 the late James J. Hill gave a fund to the University of Wisconsin, as a result of which there has grown up a valuable collection, largely supplementing the Hopkins collection for the ten years intervening after the publication of the Hopkins Railway Catalogue but in addition giving particular emphasis to foreign railway practices and results as a basis for comparison with American practices. That this interest of the United States in European practices was reciprocated is evidenced both by the German Railway Commission which was sent to this country about that time as well as by the fact that for the first time the International Railway Congress was held in Washington, D. C.

Rather earlier, however, than the establishment of these formal railway collections there was being gathered in, first at Boston and later at New York by the two great public libraries of this country, a large number of pros-

pectuses, mortgages, reports pertaining to the railroad companies which had begun to be financed in this country, so that in Boston and New York there are now railway collections of the utmost importance in their potential contributions to a history of the railways in the United States.

With the passing of the Interstate Commerce Act and the creation of the Interstate Commerce Commission the Commission began the collection of a library, inheriting from the office of the United States Railroad Commissioner of the Interior Department a most important representation of the literature centered around the discussion and passage of the Act. This collection has grown under the able direction of Leroy S. Boyd, librarian, to a widely representative collection with an especially strong interest in the legal aspects of regulation.

Railway men of Chicago interested in the operation of railroads were active participants in the establishment of the John Crerar Library, and still maintain that interest while representation of railway men in the membership of the American Society of Civil Engineers brought together a railway collection which as early as 1881 formed an important part of their printed catalogue. These two libraries—the latter now merged in the United Engineering Society Library—are important sources of information on operating problems.

The operation of the copyright law has also given to the Library of Congress a fair but rather uneven collection of railway material in all classes, and the especial interest of the late John Russell Young resulted in the securing of some very complete sets of the annual reports of railroad companies.

The task that confronted the Bureau of Railway Economics Library was first to supplement these various collections, which deal principally with operation, finance, legislation and regulation, with one purely economic or as closely economic as the co-related railway activities would permit. This did not mean that none of the material to be found elsewhere was to be included, but it did place

*Paper read before the Library School, New York Public Library, May 14, 1918

the fervor of collection in a secondary place. It is not the aim or endeavor of the Bureau of Railway Economics Library to obtain an exhaustive collection; it can look on with calmness at the acquisition of a prized item by another, so long as that other is a library. But, secondly, it was to be its aim to secure exact information as to the contents of other collections, not only for the information of the Bureau Library but also to serve other libraries and students.

Accordingly, in May, 1912, less than three years after the Bureau was established—our work was begun July 1st, 1910—we issued our "Railway Economics, a Collective Catalogue of Books in Fourteen American Libraries." This work was given a most enthusiastic reception abroad and has found favor with special students in railway problems in this country. The catalogue professed to list under rather broad headings the catalogued literature found in the Hopkins Railway Library, the Hill Railway Library, the John Crerar Library, the Library of Congress, the Interstate Commerce Commission Library, the New York Public Library, and the libraries of the Universities of Chicago, Illinois, Michigan, Pennsylvania and Yale, Harvard and Columbia, together with the contents of the Bureau of Railway Economics Library. Key letters indicated to the inquirer or to the library desiring to borrow on inter-library loan the location of these items. The complete work of 446 pages proved a most emphatic endorsement of the policy of the Bureau of Railway Economics Library to supplement other collections, as the entries showed that with the exception of the more elaborate treatises most of the items appeared in but one or two of the important libraries named.

The work begun in this printed catalogue has been continued and expanded by checking of lists of accessions, by personal visits and by correspondence, to include the contents of over one hundred libraries. This catalogue is kept in four important sections: First, all of the publications by or about railway companies, principally in chronological order under the names of the separate companies alphabetically arranged; second, the State documents relating to railways supplementing the work done by Miss Hasse in states still untouched in her work; third, a general alphabetical list of railway books and pamphlets by author and title; and, fourth, a classified arrangement still in progress under which the broad subjects, such as government ownership, valuation of railways, etc., can be developed as the basis of bibliographical lists. On all of these cards are designated by symbols the names of the libraries that possess the items, and these symbols appear in our reference lists with an explanatory sheet, so that those at a distance from the material they wish to consult are enabled to address their

inquiries without the usual preliminary correspondence.

In this catalogue is also kept the record of sale prices and important second-hand catalogue offers as well as miscellaneous information regarding both authors and the works published.

Railway economics is not a science. Railway operation and certain legal problems have come to a more or less definite state of progress where treatises can be written which will instruct the student and which mark a definite step in the development of an exact science. How far railway economics is from occupying this relatively happy position may be realized from the mere mention of such subjects as: The theories of rates, the principles of valuation, the bases of taxation, the relations with employees, the endless circle of advancing wages, and the rapidly changing financial conditions of the companies. All of these subjects are still further complicated in their relations to government regulation, control and operation.

In the formative period of our political history, as you all know, when principles were still undeveloped, the literature of the time appeared in the form of pamphlets. Libraries are now paying large sums for these earlier political pamphlets, but only a few of the larger libraries have been attempting to care for the pamphlet literature of to-day. Yet some of the pamphlets of to-day will in their turn have an equally high-priced value in the years to come. The apogee of their value may seem very soon to pass. Their relative value may be little understood until seen in perspective. With the subject of railway economics still far from the status of an exact science, it will be evident that at least until the pamphlet literature has been evaluated and has taken its place in a well-rounded science, the so-called ephemeral literature must be carefully collected and preserved, for the wisest surmises of the value of the pamphlet of to-day may be set at naught in the judgment of the student whose vista twenty years from now will have altered all our high lights and changed all our shadings of judgment.

It is not to be expected that any one library could adequately care for all of the flood of publications in pamphlet, poster, circular or diagrammatic form. Many attempt it without giving this class of literature the same respectful treatment as is given to books. It would be folly to go this far, but in some place it is necessary that the literature pertaining to special subjects be almost as carefully cared for as the literature in the form of books, and this duty is being distributed among the so-called special libraries.

It is accordingly most natural to find that in the Bureau of Railway Economics Library the broadside, the leaflet, the article excerpted

from the magazine, as well as the pamphlet, should form a large proportion of its collection of over one hundred thousand items. By means of a liberal use of the Gaylord binders the largest proportion of this material appears on its shelves, about fifteen thousand excerpts and other material not lending itself to such binding being kept in the vertical files now common not only to the special libraries but to a large number of general libraries. Under no circumstances do we bind together pamphlets which do not have such a close relation to one another that no librarian of the future could imagine wishing them separated. Such series as annual reports and the various documents connected with the passage of a State or Federal act will probably represent all of this class, excepting of course the ordinary periodical. Special libraries are constantly separating into single form conglomerate volumes, which have compelled Hun and Christian to dwell side by side in mute protest until this relief is afforded. The practice, which is not yet abandoned even in some of our "first families" among librarians, slows service and is much to be condemned.

Some individual record, either a full catalogue entry, as in the case of books and pamphlets, or a subject card on which items such as leaflets, broadsides, etc., are briefly listed, is made in this library for practically all pieces that come into its possession. Certain exceptions might be noted, such as the State documents so well described for the thirteen original States up to 1904 in Miss Hasse's Index to the Economic Material in the State Documents. Why gild the lily? We check into these indexes those documents which we possess and pray for the good fortune to secure those we lack. Another class of material similarly preserved with little of the customary library treatment is the briefs in various court and commission cases. These briefs fall naturally first into court and second into docket number, and they are so arranged and filed until our needs demonstrate the necessity of withdrawing from this arrangement the briefs in a particularly important case. Several important indexes assist in the use of this material.

Affiliated with this class of material, though not of it, are old time-tables, tariffs and advertising folders and pamphlets. These are preserved, but with no record whatever, the demand for them being so rare that the time spent in searching for them is much less than would be spent in recording them. It will be seen therefore that just as the pamphlet is relatively less important in the general library than the book, so also in the special library there are classes of material which in the same relative sense do not call for special care.

We should repeat that it would be absurd to advocate that any general library should give

this same attention to its pamphlet literature. Its scope being broader and its interest more general, selection of important material would accordingly be extremely difficult, and the cost of such attention as is given in the smaller special library would be prohibitive. But it is the duty of the special library to care for such material within its own scope, not only in the sense that it be placed with similar material in a definite class but also in the sense that for the most part it be definitely identified in the library catalogue.

In the matter of magazine articles it will be readily appreciated that the cost of space, an item not particularly important in the libraries sustained by public funds, is of vital importance to the business organization. A railway library will of course be desirous of having all of the railway articles in such general magazines as the *North American Review*, but to care for a set of such magazines would be an extravagance not at all warranted by results. Such articles are excerpted from the numbers as far as possible, but it will be seen that in a large proportion of such articles one must depend on Poole's Index and the Reader's Guide, coupled with the use of the nearest general library. The Bureau of Railway Economics has been consistently keen to purchase articles in magazines not so indexed, and these articles wherever possible are put in the Gaylord binder and placed on the shelf, or left under its own cover or given a manila cover and placed in the vertical files.

In this vertical file are also placed important special articles appearing in the newspapers. Other clippings are given a broad subject and placed in folders to be handed to the student interested in a given topic. From the review given in these cases many clippings find their way into the regular file, but the utmost precaution is taken to preclude the unimportant or even the temporarily important material of this class from getting into that file. Once in, the cost of withdrawal is prohibitive. However, such things have to be done, but instead of attempting to withdraw all record of the discarded article, nothing is done except to list the material withdrawn. This necessitates a second look where by any chance this discarded material is asked for, but we have found no reason in usage to alter this perhaps crude practice.

The special library is supposed to have a large number of clippings. The Bureau of Railway Economics library does use clippings, but mostly as a means to an end. From them the library obtains information of an address made, a report issued or a committee appointed. It has yet to discover a clipping bureau which can intelligently serve its end, that is, to furnish it with special articles and important editorials. After being flooded for years with large packages of associated press

and other syndicated matter, it now does its own clipping from the papers it has found to give the most space to railway affairs. Too much care cannot be taken in this matter of clippings. Not long ago the librarian of the Bureau saw what purported to be a most important set of clippings pertaining to railways covering a period of ten years. A close examination discovered that about ninety-five per cent consisted in preliminary newspaper accounts of railways companies' reports, long since issued in complete form, which rendered these preliminary abstracts entirely worthless. Too great consideration for the clipping forms an easy pitfall for the special libraries.

The library also cares for maps. It does not attempt to preserve the ordinary map issued by the railroad company which is usually out of scale in order to suggest that the company has the shortest route between two points. It does care for the maps of some of the larger companies, the maps of the various state railroad commissions or other bodies issuing such railroad maps, and also for the engineers' maps, especially those associated with early construction. These important maps are mounted on boards or dissected and mounted on linen, and those closely related are kept in a flat, expansive portfolio. It is our purpose in connection with the valuation work now being done by the United States Interstate Commerce Commission to index profile maps such as are contained in the reports of state and railway engineers.

In acquiring these books, pamphlets, excerpts, maps, posters, blank forms, circulars, the Bureau library uses not only the customary library tools,—the use of the clippings as already suggested,—but it supplements these by a close reading of the trade periodicals and by following up notes in the daily papers, in the railway clubs, and the proceedings of railway and other associations, of addresses made or pamphlets issued which relate to railway topics. Copies of these latter we have been accustomed to beg or buy in sufficient numbers for our own use and to supply a number of libraries who can make good use of them. The Bureau also calls on its subscribers, the railway companies, for their reports and other documents as published from time to time, and with their assistance many important papers not to be found in any general library have become part of our collection. While there is much "drawing of a bow at a venture" in making these requests, in this as in other work practice makes perfect and we learn to avoid the waste of postage in making requests to sources that have proved unlike. There are no methods by which this elimination of the unlikely can be taught. One wastes at the start much time and money in unprofitable correspondence, but the net result is most profitable.

The Bureau library is guided in the matter

of purchases first by the records of previous sales. The auction rooms are exceedingly courteous in responding to our requests for information as to prices paid for railway items at their sales. We also preserve the priced catalogues of the more important dealers, such as Baker of Birmingham. Prices we are willing to pay are modified, however, by our knowledge of the location of copies of such items in other libraries which are more or less accessible to the library of the Bureau. When such guides to value fail, we have to ascertain the importance of the document in its relation to the development of the history of the railway companies or in the theory of some economic problem. This may be obtained by search through monographs. In addition, items offered by dealers, with whom our relations are most pleasant and cordial, may in most cases be had for purposes of inspection. We are also able in a friendly way to avoid competition with other libraries at auction sales, inasmuch as it is not our purpose even if it were a possibility to secure in one library all of the railway material in the world.

In the matter of classification the Bureau adopted at once that of the Library of Congress. Probably no classification is good for a very protracted period of time, but the Library of Congress scheme has met all our needs with slight adaptation, and promises to do so for some time. We find an added advantage in using it from the fact that it has been very generally introduced in the higher class of library, and visiting students are at once at home with our shelves. We have as an adjunct to our union catalogue the expanded Dewey decimal, made for the Berne International Railway Congress Library, consisting of the entries appearing in its monthly bulletins up to the beginning of the war, mounted on cards. This has proved so difficult of use, however, that we are abstracting as fast as we can the various subjects which we can group under the Library of Congress classification and subject headings. This classification however does not follow the pamphlets and magazine articles which for physical reasons are placed in the vertical files. As a means of saving time in their use they are put in the file in the order in which they come, numbered consecutively and are readily found from either the main card or additional subject cards by the use of this number.

A large number of libraries classify this material in a vertical file. Several objections to this method as failing to meet the needs of our particular library do not necessarily apply to the use of the classified method in any other collection. First our accessions in this class promised to and actually did come in in such numbers that the rearrangement of the material due to the expansion of classes would have entailed more labor or the sink-

ing of more money in equipment than we could provide for. Secondly, we foresaw a considerable number of references as necessary to each article so filed, and these references would undoubtedly be more easily made to a consecutive number than to a subject arrangement. Thirdly, it was our idea to classify on the shelves as much of the material as possible so that an inquirer could find in one place not only the books and pamphlets but also magazine articles on his particular topic. It being clearly impossible to have all of the material either in the files or on the shelves, we chose, as events have proved rightly, to place the major proportion on the shelves.

In the matter of subject headings it has not been so easy to follow those in use in other libraries. Quite naturally the Bureau detects a change in the aspects of a railway subject which the more general library would hesitate to adopt until proved by the course of time. The heading "syndicalism" was used in our catalogue before it had so proved itself, and all of the headings under "valuation of railways," such as are used in our valuation bibliography, are still new to the general library. It will be evident, too, that in a special collection such a general heading as "railroads and state" would group together a mass of material, which, in a special collection, has to be carefully sifted out to indicate the conflict between State and Federal governments, the difference between regulation and control, and the difference between operation and ownership by the government, and bring out as separate subjects Federal incorporation, kinds of regulation such as regional, etc. It would be quite impossible for us to work with a similar heading "rates" when we have to deal with the value of service, or the cost of service, as bases for the making of rates, or with other aspects of the subject of rates, such as construction, discrimination, differentials, rates on various commodities. To list such headings would be useless because they would be of little value to another library, even if a railroad library, if its work were not identical with ours. If it were identical, the Bureau library would not exist. We can imagine with what awe a library would regard such a subject heading as "what the traffic will bear." It, however, groups a class of material which we have used but which perhaps no other library has ever had occasion to collect. A corollary is that as we change and add to our subject headings frequently there must be an element of inconsistency and uncertainty in the resulting catalogue. This we admit. We correct it as far as possible, but our gravest concern is always immediate service. This however is not unusual, even in the broader headings used by the larger libraries. While the librarian of the Bureau had charge of a library

in which a prominent part of the collection was theology and where the main classifications were historical theology, exegetical theology and dogmatic theology, there sprang up an entirely new department, called biblical theology, which was quite as different from any one of these three as each of them was from any of the others. I presume that material which has been for years under the three first named classes is still being re-grouped under this fourth class, and I also assume that in the Bureau of Railway Economics Library it will be many years before the work of our first eight years will have been re-grouped under the subject headings we are being forced to add from time to time and which we are likely to be continually adding during the coming years.

In cataloguing, for safety's sake, we stick as close to the rules of the Library of Congress as we possibly can, with due regard, however, for our necessity for prompt service and the use of the catalogue by men who think in railway terms. The Bureau library is one of the American libraries co-operating with the Library of Congress in the printing of cards, and in the titles so sent no deviation whatever is made from the regular Library of Congress form except that we occasionally add entries within the customary square brackets. However, it will be evident that for our purposes it is of little interest that the charter of the Southern Pacific Company was passed by the State of Kentucky, even if the charter is a publication of the State of Kentucky. It is to us a Southern Pacific charter, not a Kentucky document. Such exceptions are allowed by American Library Association rules, but with us the exception becomes the rule. It is accordingly catalogued under the name of the road. Similarly in the matter of personal authors we do not have to be on the lookout for full names and dates of birth and death because the limitation of our scope also limits the chance of confusion between those of the same name. We have excellent precedent in this matter in the practice of the library of the Surgeon General's Office. This practice of course does not obtain when titles are being sent to the Library of Congress as copy for printed cards.

In the matter of collation we hold to the old fold designation. Probably sixty per cent of the material received by the Bureau comes in unbound form. The metric size would be true as a characterization of the material only for the time it lies on the cataloguer's desk. We care nothing about extra leaves except in the cases of undoubtedly rare and scarce items.

Various short cuts in writing are also employed which could not be so employed were the catalogue much used by our reader. In the matter of the ordinary magazine abbreviations we stick as closely to Foote and Wil-

son as possible, but in the matter of railway societies we are more or less a law unto ourselves so long as the abbreviations are fully understood by those associated in the library's work.

The Bureau library also found that in many cases it was filing title entries, especially for magazine articles having no author, which served no useful purpose, and such titles are now being filed simply under the subjects, such subject cards being endorsed by the stamp "no main card."

In brief, the cataloguing is made subservient to the manner of approach on the part of our clientele and the relegating of everything of method to a position entirely subordinate to service. It is not to be gathered however from these remarks that these matters are not important. The more general the library the more important it is that rules should be closely obeyed. The more special the library the more important the peculiar character of the service becomes and the rules may be broken with less danger of confusion.

The library has made a beginning in co-operative cataloguing aimed to supplement that of the Library of Congress by preparing titles of articles in railway magazines. These titles are written on a stencil such as is customarily used in addressing machines, though of larger size, and the necessary number of cards are drawn off and distributed to libraries who undertake to use them. It is expected as opportunity is afforded that this service will be extended to cover practically all of the railway periodicals as well as analytical entries for the contents of such books as Robinson's Railway Year Book, and Slason Thompson's annual Railway Library. It seems useless to have other libraries doing exactly the work we are doing when the employment of a mechanical apparatus and the cost of a few additional cards will make our work available to all who care to use it.

The library also maintains a catch-title index intended especially to care for results of special searches made from time to time in response to demands. It is also used to care for important paragraphs from publications dealing with matters foreign to railway topics which have a bearing on some railway subject. Such things as the slap made by Arnold Bennett in his account of his travels in America at the Pullman accommodations afforded in this country would be cared for in this index. Here also is filed under the name of the magazine from which an excerpt has been clipped, a record of each article so clipped, as numbers of our questions come to us in the form of a demand for an article which appeared in such and such a magazine about such and such a date. This particular form of index has saved our face on many occasions.

The service rendered by the Bureau library

beyond that entailed in having on hand the material needed by our own workers or by the general student falls into two classes:

The first class of service is little different from that furnished by the bibliographical department of any general library except in so far as we are apt to include material not available in the general library, and that we designate the libraries in possession of the material.

The second class of service however consists in the preparation of more or less bibliographical essays or lists arranged in skeleton form for the elaboration of the economist or other special student preparing an address or thesis or making a study of a subject. In such lists the material is not arranged either alphabetically or chronologically; an attempt is made to arrange it logically and a given book or article is listed under the exact point it will substantiate, no matter what the general character of the article may be or even its entire irrelevance in main subject to that under consideration.

Such studies are more or less elaborate as befits the need of the inquirer. They range from the most sketchy outlines to a close approximation of the preparation of a paper. It can be readily understood that whereas the Bureau is quite willing to distribute to the general public lists belonging to the first class, such as its Lists of References on the Eight-Hour Working Day, the Adamson Eight-Hour Law, Government Ownership of Railways, Valuation of Railways, Railroad Terminals, Government Operation of Railways in the United States, Use of Railroads in War,—it is not to be expected we would be as willing to distribute generally lists falling into the second class.

We list the titles of a few such bibliographical essays, as they might be termed, that the Bureau library has recently prepared: Cross Haul on Railways; State Regulations Concerning Housing of Railway Employees; Internal Improvements in the United States, with some reference to their Effect on Politics; Railroad Discipline; Loading Cars to Capacity; Terminal Expenses; Writings of Teachers of Transportation; Writings of the Interstate Commerce Commissioners; Automobile Accidents at Railroad Crossings; Cost of Transportation of Freight by Water, Trolley Line and Motor Truck as compared with Cost of Freight Transportation by Railroad; Allocation of Costs, and Railroad Yard Layouts. None of the lists in this second class are exhaustive, in many cases they are confidential, and in no case is much attention paid to the regular library form of entry. They are prepared to meet a question raised at a particular time and the answer given at that time may be quite inadequate at the present time. Before such lists could be distributed it would be necessary to make a

further study of the subject, a proceeding which is not always convenient in view of the continuing demand for similar answers to similar questions of to-day.

If our genial critics in the public library field would bear in mind that a business house maintains a library as a part of its organization and equipment, it would be evident that its work cannot be compared with the work done by an organization maintained by public funds. Such of the work as can be put out before the public generally must always be of a public nature, but as the special library is engrossed for the most part in the particulars of a given business, its work is done to meet a certain angle at a certain time for an individual worker, and the aid given that worker will differ from the aid given other workers even in the same line of investigation. In other words, the work of the special library has a double aspect: It has the general aspect pertaining to a special and exhaustive study of a subject by any individual, and it has the private and individual aspect of the investigation of the single worker.

The distinction may perhaps be better drawn in the description of our service within the Bureau, with either visitors or our own staff or with inquirers over the telephone. To some it is necessary to deliver a number of books and pamphlets such as might be called for in any general library. To some must be given only the one source of information containing the definite fact desired. But to others it is useless to present either book or pamphlet. The information which in the general library the reader would dig out for himself must be dug out by the special library and presented in succinct and concise form. It was one of Dr. Spofford's favorite expressions when asked as to the reliability of information contained in the books that he placed in the hands of his readers "that the Library did not guarantee its wares." The special library must guarantee its wares. Large sums of money may depend on the accuracy of the information given. In the general library the reader takes his own risk; in the special library that risk is assumed for him.

It may thus be apparent why SPECIAL LIBRARIES never answers criticisms of the work of special libraries. A special library is not in a position to put forth concrete examples of its work. Only those who have worked in both lines of endeavor can realize the distinction.

It will be seen therefore that unlike the general library, where uniformity of method is of prime importance and special knowledge of the literature handled is of secondary importance, in the special library this order is reversed. It is necessary for the special librarian to be first of all well versed in the subject in which he or she is to work, or if

not so well versed at the start, the importance of catching up with the subject ranks above details of method and treatment.

Up to the present time it has been practically impossible to secure for the service in special libraries those who have been equipped in this manner, and this will explain the fact that at the head of most of our special libraries are men and women who have not had library school training. The relative superiority of knowledge of the subject over mere technical training can never alter. But it is hoped that before long there may be a more perfect co-relation of these two factors in the proper equipment of a special librarian.

It may safely be predicted that in the fullness of time the pigmy special library will swallow up its giant compeer, the general library. The business man whose money maintains the general library is demanding such service as is now being given in the New York Public Library, whose example in the development of special service must soon be followed universally.

A Service Bureau to supply information to persons coming to Washington on government business, and to aid government officials to transact business with other departments has been created by Executive Order. Prof. Frederick W. McReynolds of Dartmouth College, is director.

Dr. Leonard B. Ayres, of the Russell Sage Foundation, and of formerly in charge of the statistics division of the Council of National Defense, has been appointed Lieutenant Colonel and will be engaged in statistical work for the War Department.

Mr. Andrew Linn Bostwick, former president of the S. L. A. and municipal reference librarian at St. Louis, is in Washington, engaged in statistical work for the Council of National Defense.

The heirs of the late Judge James V. Campbell have presented to the University of Michigan Library the remainder of his "Outlines of Political History of Michigan," published in Detroit in 1876. This is one of the best, if not the best, history of the State of Michigan, and the library will be glad to send copies on exchange account to other libraries.

Volume 1, No. 1, of *Pan Pacific*, a magazine of international commerce, is dated May, 1918. It contains forty-eight pages of illustrated articles describing the trade opportunities which the Far Eastern countries offer to the United States. The magazine is to be published monthly by the Pan-Pacific Corporation (Monadnock Building), San Francisco, California.

The Magazine Index and Clipping File

By ELEANOR KERR

Statistician of Wm. Morris Imbrie & Co., New York

One of the most useful and important services of the special library is rendered by the card indexing and clipping of articles appearing in current magazines and papers.

Various periodical indices, such as *Poole's*, the *Times*, etc., are compiled for general use, but to the majority of special libraries these cannot give the information when most needed, as they are necessarily a little delayed in publication.

In business libraries, at least, to be any good at all in the majority of cases, a magazine index must be up to date—literally. Information is wanted at once and of the latest date and complete, as a rule.

There is also, it is true, likely to be a considerable call for historical and general information on a subject, extending over a longer period of time, such as several months or years.

Much of the success of a library depends upon its being able to supply these two kinds of information, and it is more easily done than many suppose. Two files will cover both and enable the information to be given quickly and easily.

All magazines, newspapers, monthly letters, reports, etc., received should be divided into three classes:

Those which are to be kept and bound,

Those to be kept but not bound,

Those to be kept a short time and then thrown away.

The first two classes should be card-indexed and the last class should be clipped.

Both the index and the clippings file should be arranged in the same general way. This facilitates reference. Subject filing is probably best for the special library and the more likely to give information in the form desired. The subjects should be arranged alphabetically, with some subdivisions, especially in the case of geographical topics.

In the card index, a card should be used for each subject or each subject subdivision, the articles being listed on it, the title of the article, name of the periodical and page number being all placed on one line. This seems better than a card for each article, as it saves a good deal of space, is quicker for reference work, shows at a glance how much is available on any one subject, and keeps the chronological order, the latest information being last.

In the clippings file, a folder should be used for each subject or subdivision and the clippings mounted on the paper leaves should be securely bound in, the latest being always on top. Unused extra form letters, etc., are very

good for this purpose, the clippings being pasted on the blank backs.

The subdivisions must, of course, be worked out by each librarian to suit the particular library, but they may be handled something in this way:

Brazil is placed in both index and file under "B," but it might be subdivided as follows:

- Brazil—Agriculture and Industry
- " Commerce and Trade
- " Finance and Laws (taxes, etc.)
- " Railroads and Shipping
- " Statistics and Miscellaneous
- " Articles on the various States.

"Aeroplanes" is placed under "A," but might be subdivided as follows:

- Aeroplanes—Use in peace
- " Use in war.
- " History
- " Aviators
- " Special Companies.

"Savage Arms Corporation" is placed under "S," but might be subdivided as follows:

- Savage Arms Corporation—Finance (bonds, notes, stocks)
- " Earnings
- " Officers, etc.
- " Production
- " General information
- " Allied industries and comparisons.

The fewer the subdivisions, the better. None need be made unless experience shows that there are at least ten articles a year to be listed under the subject on the card index and thirty to fifty in the clippings file.

As little cross indexing as possible should be done. In fact, very little will be found necessary with a subject file subdivided in the way indicated.

In the clippings file, much besides clippings may be included, such as copies of special letters dealing with the subject which have been received or sent by the library (or, as is so often the case, by the organization with which it is connected), statistical data, pamphlets, etc. Clippings of purely temporary interest, which nevertheless seem sufficiently important to be filed for a time, may be laid loose in the folder. It might be well to mark these "temporary" so that they will not by mistake get into the permanent file. References to an article filed somewhere else in the clippings file or in another file or department may be made on the inside of the folder.

As the folders will be borrowed by various people served by the library, some form of

"out" card should be used and the same, or some other, record kept of magazines taken from the library. As each library has its own way of handling the lending of books, it can easily be extended to include the magazines and clippings file.

A new magazine card index should be started each year, that of the previous year being placed in storage with the old magazines. It is well to have these in a place easily reached, as there is likely to be more or less demand for them, especially for a short time after the transfer date.

The clippings file should run about three or more years, and then be gone over, as it will be found that many of the clippings can be taken out and thrown away, the others being left in the file and the file either continued in use or stored away and a new one started, depending on its size.

The publications to which a Special Library subscribes are necessarily different in almost each instance, and only the most general advice can be given as to their selection. Aside from the strictly technical ones, which must be determined by the individual case, at least two daily papers should be taken and clipped. One of these should be a paper published in the interests of whatever field the library covers, such as the *New York Journal of Commerce*, the *Wall Street Journal*, *Daily Metal Review*, *Daily Reporter* (textiles), etc. If the organization has interests in other localities, a local newspaper from each of these often gives much valuable information.

In choosing periodicals, attention should be paid to the fact that two types of information are desirable—definite statistics and general "atmosphere." Both are most important, and as a rule are not found in the same periodical. Articles representing as many points of view as possible should be obtained also.

Considerable skill is needed to decide as to the value to the file or card index of various articles, and this can only be gained by experience and careful watching of what is called for by the users of the library. Experience soon shows what is the type of information for which to look and whether or not to index what are practically duplicate articles.

Although it might appear that the magazine index and clippings file would take a good deal of time, if kept up to date,—and that means worked on every day,—it is done with comparatively little exertion. Probably one person working one to two hours a day is sufficient to keep the file and index up to date. Of course every article in a periodical is not indexed, nor is every mention of a subject filed. It is not always necessary to read an article through to decide about it, for a little practice soon gives one the ability to tell almost at a glance whether it is of the kind to be kept or not.

The space required for the magazine index, magazines and clippings file varies, but is not large. Steel files take up less space than wooden ones. It is not necessary, where accommodation is limited, to keep the back numbers of magazines out on the main shelves. The index, however, should be readily available.

To those who have never had the advantage of something along these lines, the installing of a magazine index and clippings file will be a revelation of the wealth of material which can easily and quickly be made accessible at all times.

At a meeting held on May 15, of the Special Libraries Association, New York Branch, the following officers were elected:

President—Mr. William Clifford, of the Metropolitan Museum of Art.

Vice-President—Miss Mary Parker, of the New York Federal Reserve Bank.

Secretary and Treasurer—Miss Cox of the American Telephone and Telegraph Co.

The program committee was appointed to arrange subjects for next year's meetings, and consists of:

Mr. William Dorsey Hyde, of the New York Municipal Reference Library.

Miss Ella Miller Genung, of Speyer & Co. (Bankers).

Miss Eleanor Kerr, of William Morris Imbrie & Co. (Investment Bankers).

It is planned, during the next year, to have special subjects for discussion at each meeting.

A meeting of librarians was held in the Town Room, 3 Joy St., May 21, to consider forming a local association. The committee which called the meeting consisted of: Miss Helen G. Estey, J. H. Friedel (chairman), E. D. Greenman, D. N. Handy, Miss Ethel M. Johnson, Miss Florence A. Johnson and G. W. Lee.

"Newspaper Writing in High Schools," by L. N. Flint, contains a suggested outline for a high school course of eighteen weeks, with a list of books for the high school library. University of Kansas, 42 pages, 50c.

Mr. Richard H. Johnston, librarian of the Bureau of Railway Economics and past president of the Special Libraries Association, was recently elected a Fellow of the American Library Institute for a period of ten years.

Special Libraries Association Convention

At Saratoga Springs, New York, July 4 and 5. Grand Union Hotel will be the chief hostelry—many others nearby. For more detailed announcements regarding routes of travel, hotel rates, etc., see the *A. L. A. Bulletin for May*.

Housing an Industrial Library

By EDWARD D. GREENMAN, *Librarian*

Arthur D. Little, Inc., Chemical Engineers, Cambridge, Mass.

While the housing of public and college libraries has in recent years received much attention from architects and experts on library building construction, it rarely happens that the business or industrial library has anything except the poorest of quarters. This is undoubtedly due to the fact that, since the business library is such a comparatively recent institution, its development has only just reached the stage where it demands that special consideration be given to its quarters. It took a Carnegie to make public library buildings exist, and since such a shrewd business man fully appreciated the value and need for such buildings it should not be long before progressive business men will realize the full value of a well-housed collection of books for the use and education of their employees. The demands of modern business have resulted in the development of commercial libraries to such a highly specialized degree that this will naturally result in more consideration for the location, arrangement and structural equipment of these libraries.

In designing or planning a business library the problem is somewhat different from that of the public library. The latter are designed to facilitate supervision of readers and convenience of borrowers. In the special library the problem depends to a considerable extent upon the nature of the library, whether a small private business collection; a library connected with research laboratories; a municipal reference library or an association or club library. The business man, the lawyer, the banker, or the chemist rarely has much time to spend in a library during working hours, but when he does go there it is on a definite problem and he wants to secure the desired information as quickly as possible. His time is valuable, and yet how few business men realize the amount of time and labor saved by first investigating how someone else solved the problem in mind.

The most distinctive feature of the commercial library is that the material collected consists largely of pamphlets, clippings, trade catalogues, reports, etc., rather than books. To be sure, a collection of standard books is essential, but for the average business library it is impossible and even inadvisable to buy all the books on a definite subject, unless the literature of that subject is relatively small. So we find business and special libraries preserving all kinds of printed or type-written material, if it deals in any way with a subject of interest to those concerned. In this way there are gradually being accumulated in this country veritable storehouses,

collecting and keeping that class of printed matter which the average public and college library calls ephemeral, and which they find not worth preserving. So, the special library with relatively few books and large collections of other printed material finds special need for quarters adapted for this class of literature.

As the reason for the existence of a library is for service of information, its general arrangement and equipment should be planned with a view towards economy of administration and the accessibility of this information. The success of the library will depend upon the facility and speed with which this service is rendered and a convenient arrangement of its resources will greatly aid efficiency of service. But regardless of the type or size of the library to be planned there are certain fundamental mechanical features which must be considered.

(1) The general arrangement should be made to include at least two distinct divisions of rooms, unless the library is so small as to require but one employee. One of these divisions should be used for reading and study, and the other for work rooms.

(2) There must be accommodations for reading and writing. The more quiet and attractive these are the more the library will be used.

(3) Shelves should be easily accessible, adjustable and with provision made for expansion.

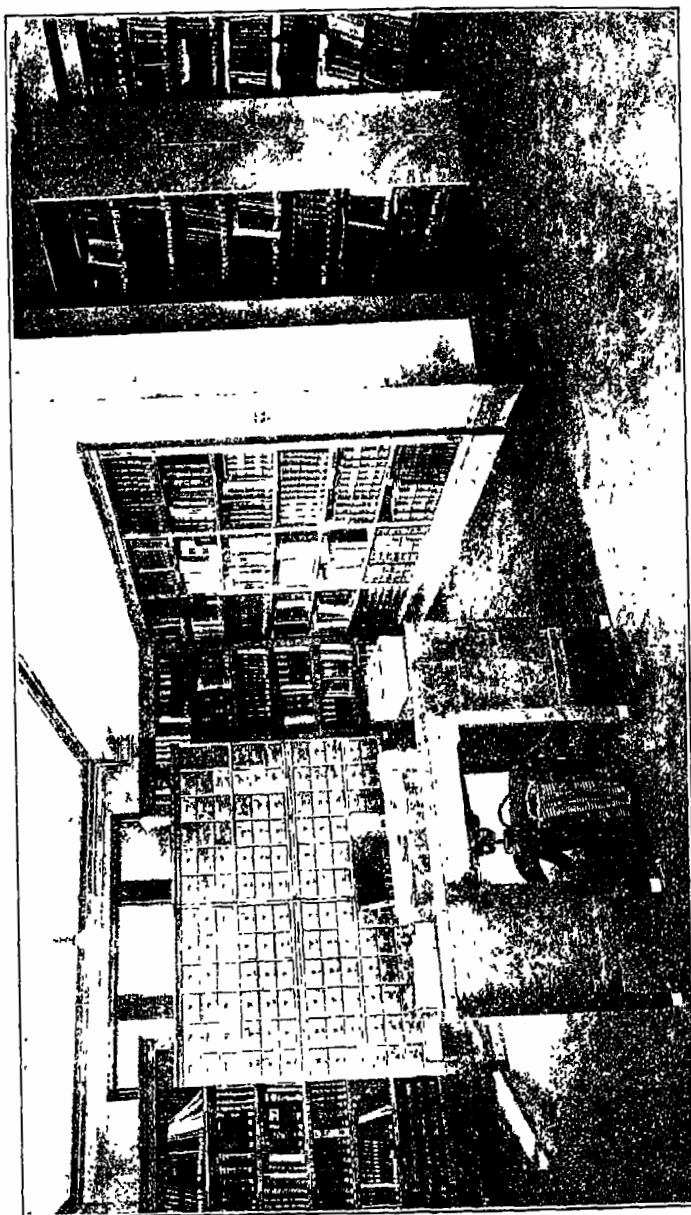
(4) The catalogue, indexes and much used reference books should be located close at hand.

(5) Good illumination, both natural and artificial, should be provided.

With these fundamentals as a nucleus, a library can be designed with as many additional structural features and furnishings, as the limitations of cost may warrant.

Representing a library especially designed for an industrial laboratory is the new library of Arthur D. Little, Inc., Chemical Engineers of Cambridge, Mass., which I shall briefly describe.

The new laboratory of this company occupies a three-story building 150 feet long by 50 feet wide, fronting on the Charles River. The research laboratories and the library are so arranged as to make the library readily accessible to the research worker. The value of a well-equipped library, located near the laboratory, cannot be over-estimated, as research work should always be undertaken jointly in the library and in the laboratory. The section set apart for the library occu-



Section of the Library of Arthur D. Little, Inc., Chemical Engineers, Cambridge, Mass.

pies the west end of the second floor and includes three rooms and stacks centrally located.

As shown in the accompanying illustration, A—used for typewriting, cataloguing and the general routine work of the library—also includes the telephone, with a view towards concentrating all noises in one room. C, D and E represent the main library and reading rooms. This is forty-seven feet long by sixteen feet wide and is divided into three sections by extension floor book-cases. Oak book-cases also extend completely around this room. This arrangement is designed to supply two small alcoves and a main reference room. D contains the librarians' desk and the catalogue. The alcoves C and E contain tables and chairs, C being used for magazines and the technical reports issued by the company. In order to have the current magazines plainly visible the shelves were slanted at an angle of about twenty degrees by simply putting the front supports a notch lower than the rear supports. This room is made especially attractive by an artistic fireplace and mantle, the latter being used to display new books. The fireplace itself is an excellent aid in ventilation. B was designed as a quiet corner for special research and for writing technical reports. This room contains a complete set of the *Patent Office Gazette*. Shelves are here reserved for temporarily keeping material in use by men making extensive investigations of special subjects. B shows the location of the steel book stacks. F contains miscellaneous material such as trade catalogues, pamphlets (which are kept in pamphlet boxes) and clippings. The trade catalogues are kept in folders, given Cutter author numbers for the firm name and arranged on shelves by these numbers. Clippings are mounted on heavy manila sheets, with classification number, author, title and source typewritten at the top of each sheet. Where clippings consist of several pages these are fastened together by Hotchkiss fasteners. These sheets are placed in manila folders, each folder being assigned only one Dewey number, representing one subject. Where the material on a given subject is extensive and more than one folder is necessary, the material is arranged chronologically and indicated on the folder. These folders are then filed in letter-file cabinets, by class number. This material has been made to include all kinds of printed, typewritten or penned literature if of any lasting value.

The main library rooms are finished in fumed oak, the furniture being golden oak finish. The floors are covered with battleship linoleum, which has been waxed similar to hardwood floors, making a very easily cleaned, sanitary and relatively noiseless flooring. The reading rooms and stacks are equipped with 200 Watt ceiling electric lights

C, D, E, with a wall space approximately one thousand square feet, has 200 square feet of windows facing south and west, permitting direct sunlight practically all day, and giving the rooms an added attractiveness and cheerfulness. In this room the radiators, located under the windows, are encased in oak paneling and can be used for window seats.

All the rooms are equipped with overhead sprinkler system, which, while essential for a chemical laboratory, is not so valuable for a library where water damage to books is just as disastrous as fire damage.

At the right of the entrance to the library is a bulletin board containing directions for using the library and the catalogue, together with general notices and lists of new books.

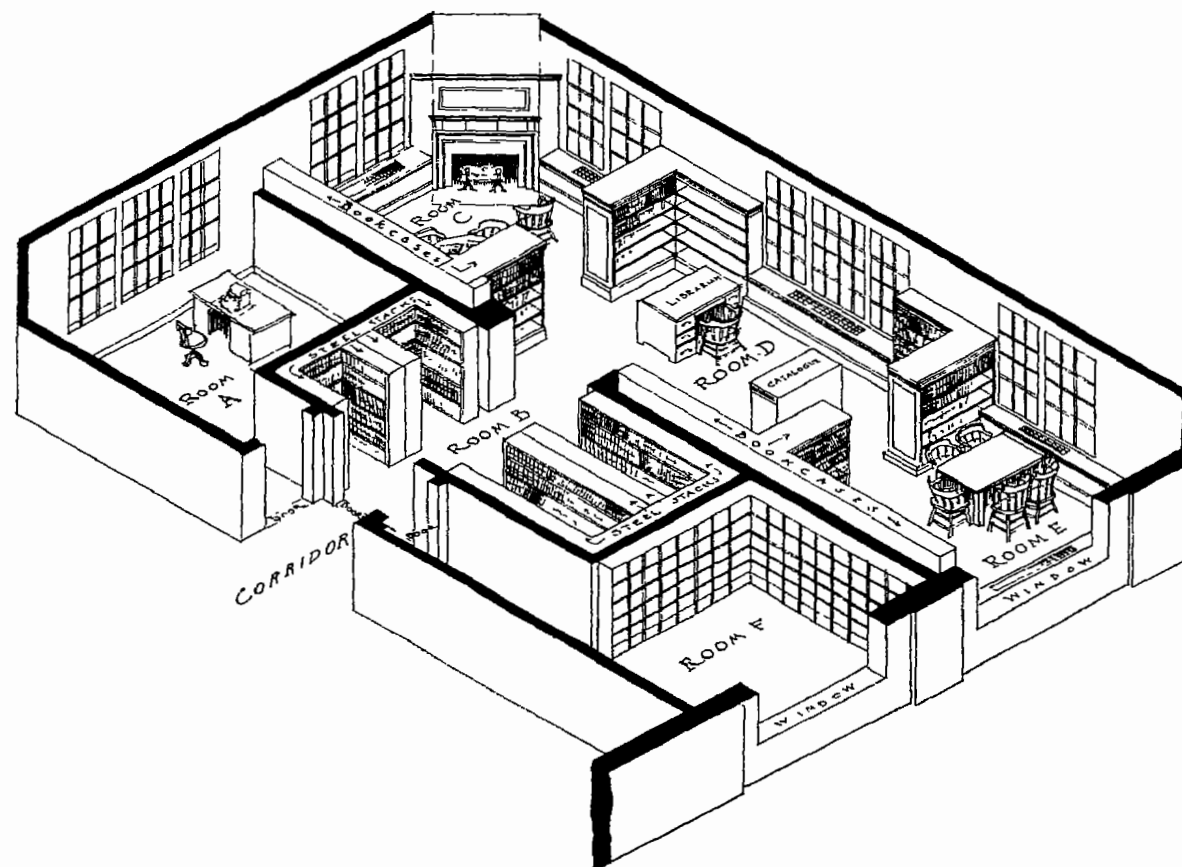
For the benefit of those who may ever have occasion to move a library, I will very briefly describe how this problem was tackled. Wooden boxes were made exactly the size and shape of the book shelves. In each box was placed one shelf of books, whether or not the shelf was full, and these boxes were numbered consecutively. The shelves in the new building were then given the same numbers, the desired location of each box having been previously determined. Box No. 10 was placed on shelf No. 10; box No. 38 on shelf No. 38, etc. Thus it did not matter which box was moved first, as its shelf was already waiting for it. In this way a library can be moved without confusion and without a single book getting out of its relative position on the shelves.

That more attention should be paid to the housing of special libraries is self-evident to any one who has visited many of these libraries, and just as soon as the business man can be made to realize the money value of the information the library gives and its potential earning capacity, then adequate accommodations and equipment will be forthcoming.

The National Association of Purchasing Agents held a conference in Chicago May 22, to discuss the subject of a standard size for catalogues. All industrial organizations were invited to send delegates to the conference.

D. C. and W. B. Jackson, engineers, Boston, have closed their library for the duration of the war. Such a preceeding is rather unusual because in war times the number of special collections has been greatly enlarged due to the increased necessity of securing new and authentic information.

The library of the Bankers Trust Company, 16 Wall Street, New York, has arranged, indexed and bound for a permanent record all the material collected for the First Liberty Loan. This material makes three large volumes, namely v. 1 Official and Publicity, v. 2, pts. 1-2, Advertising; v. 3, Posters.



Library of Arthur D. Little, Inc., Chemical Engineers, Cambridge, Mass. Isometric diagram showing arrangement of rooms.

Convention Program Special Libraries Association

Saratoga Springs, N. Y., July 4 and 5

Thursday, July 4, 1918, 8 P. M.

- 1 Informal meeting to conclude with business session.

Friday, July 5, 1918, 2 P. M.

Subject: *The Special Library and governmental activities during the War*

- 1 Organization of Special Libraries among newly organized Boards, Bureaus, Commissions, etc. R. H. Johnston, Bureau of Railway Economics.
- 2 How the government assembles and files data on the personnel of the Army and Navy.
- 3 Cooperation between government Bureaus and Special Libraries already existing.
- 4 Business Session.

Friday, July 5, 1918, 8 P. M.

Subject: *Special Library Technique*

- 1 Purchasing in a Special Library. Kenneth Walker, Librarian New Jersey Zinc Corporation.
- 2 Follow-up System of the Bureau of Railway Economics—A. B. Lindsey.
- 3 The Special Library as an aid to agricultural development. C. R. Green, Librarian, Mass. Agr. College.

William Whitman & Co., of Chicago, issued a covered illustrated book of 95 pages a few years ago, containing a detailed account of the firm and material of wool and cotton industry. The edition is apparently still in print.

"Misrepresentation in Railroad Affairs," 1916, 59 pages; "Salton Sea," 1917, 106 pages, illustrated; "E. H. Harriman's Far Eastern Plans," 1917, 48 pages; "The Chicago and Alton Case," 1916, 57 pages; these are all bound volumes written by Mr. George Kennan, New York City, three of which were published by the Garden City Press, and one by the Macmillan Co. These publications should be found in most collections of railroad literature, and could doubtless be procured from the author at 1038 Fifth Avenue by libraries who have a particular use for the volumes.

The National Workmen's Compensation Service Bureau, Estelle L. Liebmann, librarian, 13 Park Row, N. Y., has prepared a list of references on "The Manufacture of Explosives and Munitions from the Standpoint of Safety and Health," 4 pages. So far as possible copies will be distributed upon receipt of three cents postage.

"The Corrugated Fibre Shipping Box as a War-time Economy" is a small pamphlet, 14 pages. It is written by Henry H. Squire and distributed by The Hinde & Dauch Paper Co., Sandusky, Ohio, 1918.

The Portland Cement Association has recently issued a 12-page illustrated pamphlet describing the launching of the largest reinforced concrete ship afloat, which occurred in California, March 14. It is entitled "The Reinforced Concrete Cargo Steamship 'Faith'."

"The Pan American Union," its organization and purpose, is a leaflet describing the Union, its library, and other appointments at Washington, D. C. Its recent publications include "Foreign Commerce of Argentina for 1916," "Argentine Republic," "Commerce of Brazil for 1916," and "Brazil—The Extraordinary." A list of publications will be sent on request.

"Conquest of the Tropics—The Story of the Creative Enterprise Conducted by the United Fruit Company," a book of 368 pages with many illustrations, may be procured by libraries through the Boston office of the United Fruit Company.

The Central Library, Baroda, India, which has not been heard from for some time, has issued within the past few months a Catalogue of English accessions during the year, a Catalogue of books on bibliography, library economy, printing, etc., and a paper on the Baroda library system.

The National Association of Credit Men will hold their annual convention in Chicago, June 18 to 22.

The United States Shipping Board has established a library and staff at 1319 F Street, Washington, D. C.

An annotated bibliography of Consumers Co-operation appears in *The Survey*, February 9.

The Addressograph Company, Chicago, has issued a 22-page pamphlet, "Handling Mailing Lists Automatically."

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SPECIAL LIBRARIES

Editor in Chief *Ralph L. Power

ASSOCIATE EDITORS

H. H. B. Meyer

R. H. Johnston

Daniel N. Handy

Ethel M. Johnson

Eleanor Kerr

*The Editor entered the United States Army in April, and at the time of going to press was in Washington, preparatory to sailing for France. By this time he should be "over there." During his absence his affairs will be supervised by Miss Margaret S. Locke, assistant librarian of the College of Business Administration at Boston University.

THE END OF OUR TERM

At the end of my editorship for the year it comes to me not as a duty but as a pleasant task to record the co-operation of the editorial staff for the year.

ASSOCIATE EDITORS

Mr. Meyer, as usual, has been one of our staunchest and most loyal helpers. I dare say if it were not for Mr. Meyer's assistance we should find it a rather difficult task to publish anything like a real publication. His reference lists have been useful and were greatly in demand.

Mr. Johnston, too, has been of material assistance in editing SPECIAL LIBRARIES. Thorough in everything he undertakes, Mr. Johnston's lists of references have been the result of much labor, and it has been through no fault of his that the printers periodically butchered the lists typographically.

Mr. Handy, as first president of the Association, has a broad outlook on the growth and future of special library work. On request he prepared one article during the year. His assistance in the line of advice has been asked and given. He is a first-rate editorial advisor and counsellor.

Miss Johnson has truly been our best worker in emergencies. When copy was short, Miss Johnson could always find something. The January issue is almost wholly the result of her work, while articles by her and excellent work in clippings and news notes has helped out wonderfully.

Miss Kerr, whose work is so well known to all of you, is comparatively new to the Association. But her influence has been felt through the year in suggestions and material. To her, more than anyone else perhaps, is due the series "Types of Special Libraries." Her articles have been excellent. She has looked after finances since April, in addition

OTHERS

Many of those who have lectured on library subjects at the college have gladly turned their lecture over to SPECIAL LIBRARIES for publication. This has made the periodical the recipient of more timely articles than usual. Contributors are more willing to contribute when their work can be utilized in more than one way.

PUBLISHING

While we are on the subject it would hardly be right to forget to mention the publication office, Prentice-Hall, Inc. I strongly suspect they have been having trouble of their own in the printing line. Cold weather freezing the presses, strike after strike, Fuel Administration orders, higher prices, drafting of printers, and so forth, all had its effect. They have changed printers continuously in an effort to get better service, and while they are responsible for the printing end of the magazine, there are certain phases of the work over which they have no control.

FINANCES

The work of the secretary-treasurer has been a little more difficult this year than usual. Unusual times produce unusual conditions. Payments have been slow in coming, and frequently third and fourth notices have to be sent. We have lost a few members who have left library work. On the other hand we have made a substantial gain in membership, chiefly in and around New York City.

For the first time in some years, if we are to judge by the records, the Association is not in debt at its annual convention, and there is a fair amount of accounts receivable. There are many members and subscribers who require duplicate bills, sworn statements, signed vouchers, etc. This requires a longer period of time, and some libraries pay only quarterly. Naturally a considerable time elapses before payment. But every account receivable at the present time is actually collectible.

Postage and miscellaneous expenses have been higher than usual. This has been due to the editorial and publication offices being in different cities. With two or more proofs for each issue at first-class postage rates, naturally a greater expense has resulted.

At the time this was written all bills had been paid and a surplus existed. Since then the June issue has been printed and most outstanding bills collected. A detailed report will probably be printed in the future.

In the December issue of *SPECIAL LIBRARIES* we printed the first installment of a "List of References on the Textile Industry," compiled by Mr. Ernest L. Little, secretary of the textile department, Merchants National Bank of Boston. It was announced at that time that the series would be issued up to the last title, which numbered over the two hundred mark. After two installments (to item 171) it seemed advisable to withdraw the list until a revision had been made owing to certain inaccuracies and poor style of compilation. The author has promised faithfully each month to supply corrected copy. It has never been received and we owe the Association this explanation as to the discontinuance of the references before completion.

Addresses made at the Louisville Conference of the Association have been published in *SPECIAL LIBRARIES* as follows: "So-called Librarian's Real Province," in June issue; "The Business Library as an Investment," printed separately in July with September date; "Presidential Address" in September number; the four addresses on business-library training appeared in November; "What a Public Library Cannot do for the Business Man" was in the October issue, as was "A Government System of Filing Commercial Information." "Oneness in Library Work" appeared in the April number. "Public Versus Special Libraries" was turned over by the writer to another library publication. "Qualities and Training Necessary for a Business Librarian"—a letter addressed to the Association in Convention at Louisville—was not a part of the Association's program. It was, however, used by still another library periodical.

Various organizations in Louisville are expressing hearty co-operation and good-will for plans of a central clearing house of information for that city. The Louisville Federation of Social Agencies, the Advertising Club of Louisville, the Louisville Board of Trade, and other organizations are particularly prominent in the plans for the formation of such a bureau.

Mr. James C. Moffet, a business man of the city, is sponsor for the plan as applied to his locality. The idea, of course, is to make use of the material which is in the brains of people and not in books, to collect transitory material, and to engage in other such activities not commonly associated with public or general libraries.

If we are to judge by expressions of opinion from Kentuckians holding responsible positions and from the Louisville press, the matter has been favored by the business and commercial interests of Louisville and the entire proposition placed before the Trustees of the Louisville Public Library with the recommendation that the clearing house become a part of its library system.

Apparently the statement that economy must be practiced to such an extent that it would not be possible to do this at this time would be a false one. There has never been, and probably never will be in the future, such an immediate need of such facilities, owing to rapidly changing conditions and abnormal signs of activities in all lines.

If, as reported, the matter now rests with the library trustees, it is evident that they will be the deciding factor, and disposition of the matter will be eagerly looked forward to. Will Louisville keep pace with other metropolitan cities in its library facilities?

The late William Raimond Baird, Beta Theta Pi, has left his wonderful collection of fraternal lore to his fraternity. Mr. Baird had for years edited the official magazine and other publications of Beta Theta Pi, in addition to his regular duties as a New York patent lawyer.

His collection, which is well known to fraternity men and bibliographers represents thirty years' labor. It includes excellent files of most national college fraternities, occasional publications, such as catalogues, song-books and rosters. A majority of the magazine collection was bound in fine leather bindings.

Unique in scope and contents, Mr. Baird's Library of Fraternal Literature spread from room to room, until its housing became a serious matter. The Board of Trustees are now considering an allotment for maintenance and enlargement for this singular collection. It is to be hoped that the officials will not deviate from Mr. Baird's policy of allowing access to serious investigators.

News Notes

Governor Walter E. Edge, of New Jersey, in his annual message to the Legislature of 1918, recommended the establishment of a legislative reference bureau.

He says, in part: "Greater care ought to be taken to see that laws enacted in individual States do not clash wantonly with laws on similar subjects in other States or in the Federal statute books. It has been suggested before that one way of securing uniform legislation is to provide a legislative-reference bureau. I am strongly in favor of establishing such an institution, which in addition to uniformity would make for intelligent law-making and exact draftsmanship. Whether this is the best time to provide such a department, or whether it should be temporarily deferred as a needless expense in war times, I leave to your good judgment; but I do regard it as a progressive proposition which ought to be kept in mind. Co-operation between the State and some of our universities, for instance, could easily result in a legislative-reference bureau, which, with competent management and up-to-date files of laws of all States on all subjects, public reports, monographs and treatises on current, industrial, social and legal problems, would prove an invaluable guide and help to our lawmakers and insure legislation of a character avoiding costly duplication, making effectively for desired ends and eliminating the possibility of ill-considered, loosely-drawn acts dealing with important subjects and apt to be upset by the courts."

It is reported that there is soon to be established a special medical library in France in connection with American activities. Mrs. E. H. Galbreath, former secretary to the circulation department head, New York Public Library, is a library worker already in France where she was recently transferred to the Central Medical Department Laboratories. The Editor of SPECIAL LIBRARIES rather expects he will run across more than one special collection in France brought about by Americans who appreciate the necessity of special information along closely drawn lines in specific fields.

The Official volume contains the legislation, Treasury Department Circulars, the information sent out by the Director of Publicity in Washington, and the material issued by the Liberty Loan Committee. The Advertising volumes contain a great variety of material such as booklets, gummed labels, lantern slides for moving pictures, newspaper clippings which were inserted by many banks and firms in the daily papers, cartoons, and also the material prepared and circularized by the

American Bankers Association. The Poster volume contains all the posters from the small placards to the large wall posters.

Simmons College, Boston, has inaugurated two experimental courses for medical secretaries, including training in Abstracting and Routine Analysis.

The Newark, New Jersey, Public Library and Museum, during the months of May and June, will hold an exhibit relating to the Republic of Columbia—its people, resources, and business conditions.

It is intended to enlist the aid of several concerns and prominent people to bring together a comprehensive exhibit of Colombia, including photographs, periodicals, books, maps, and charts, in addition to the regular exhibit material, such as exhibits of fruits, pottery, wood carvings, specimens of exports and imports and so forth.

This is another scheme of Librarian Dana to stimulate the interests of business men—this time in the direction of Latin America and trade after the war.

He is to be congratulated in choosing the small Republic of Colombia, with vast undeveloped resources, rather than the entire field of South America, which could hardly be as completely covered in any single exhibit.

Since the outbreak of the great war the Russell Sage Foundation Library has made special and constant efforts to collect and arrange all printed matter available relating to social problems of the war, such as Red Cross work, family care, the re-education and rehabilitation of disabled soldiers and sailors, and reports of all kinds showing the results of European experience. The collection of material on the re-education and rehabilitation of disabled soldiers and sailors is probably the most complete in the country.

Three timely bulletins have recently been published by the library, one on Industrial Fatigue, another on Women in Industry in Wartime, and one just published on War Gardens, each bringing together the most useful references on each topic.

The Indianapolis Chamber of Commerce, in its department of governmental research, is building up a strong reference collection in its particular field.

Publications in the United States and in Canada to the number of 1,200 ceased to be during 1917. Dailies and weeklies were hit hardest by war conditions. Monthlies actually increased in number over 1916.

Useful Things in Print

The employment service of the U. S. Department of Labor at Washington is now issuing the *U. S. Employment Service Bulletin*—weekly. Volume I, Nos. 1-5, are January 28 to February 25, 1918.

"War Cyclopaedia—a handbook for ready reference on the Great War," 321 pages, may be secured from the Committee on Public Information, Washington, for 25 cents. Other publications are "German War Practices" and "Conquest and Kultur—aims of the Germans in their own words," 91 and 160 pages respectively.

"First-Aid Manual for Field Parties," by H. W. Barker, 98 pages, illustrated, has been issued by the Forest Service, U. S. Department of Agriculture.

"Songs of the Soldiers and Sailors" is a small pocket-size booklet of 62 pages, issued by the Commission on Training-Camp Activities, Army and Navy Departments, Washington, at 15 cents to men in the service.

"Hospital Accounting and Statistics" is now in its third edition. It is compiled by W. V. S. Thorne, bound in cloth, 93 pages, and has excellent forms and charts. Obtainable through the treasurer of the Presbyterian Hospital, 41 East 70th Street, New York. In some instances a charge is made—depending upon the use to which the volume will be put.

"How to Make Type Talk," 31 pages, is being distributed by Stetson Press, Boston, Mass. Useful for advertising purposes.

The Diamond Chain Co., Indianapolis, Ind., in their new model factory, have enlarged quarters for the library.

Walter Baker & Co., Boston, has issued an 82 page pamphlet on "Cocoa and Chocolate," a short history of production and use, revised edition, 1917.

The Tea and Coffee Trade Journal, 79 Wall Street, New York City, are willing to present a rather limited number of complimentary subscriptions where they will be of value. This publication, which is monthly, represents the tea and coffee and fine grocery trades. Address the editor, state that numbers will be preserved and tell him what particular use your library will have for the publication.

The Utilities Bureau, Philadelphia, has indefinitely suspended publication of its *Utilities Magazine*.

The June issue of *Studies in Social Progress* contains the report of Prof. Edward A. Ross on his mission to Russia as a representative of the American Institute of Social Service. In this report the reasons why the political revolution was followed by a social revolution, and the attitude of the different parties in and out of power are explained. The industrial program of the Bolshevik is given by reporting a conversation with Trotzky. The report may be obtained of the Institute, Bible House, Astor Place, New York, for the price of a single number of the *Studies*, ten cents.

The Bankers Trust Co., New York City, still has a limited supply on hand of its publication "America's Attitude Towards the War," 128 pages, board covers.

The Essex Press, Newark, New Jersey, is still distributing "Specimen Book of Printing Types," 384 pages, in board cover.

The Kansas City *Star*, issued, two years ago, a memorial volume of "William Rockhill Nelson—A Story of a Man, a Newspaper, and a City," illustrated, 274 pages. It is a story of the famous Editor of the *Star*, and undoubtedly libraries may secure a copy by communicating with that publication.

"Manual of Accounting, Reporting and Public Procedure of Cities and Counties of Philadelphia," by John M. Walton, City Comptroller, 218 pages, has just been issued in its second edition. It will be found extremely useful to Public and Accounting Libraries.

"Simeon North—First Official Pistol Maker of the United States—In Memoriam," an illustrated book of 207 pages, excellently bound, was issued a few years ago. It contains a wealth of material on small arms from 1800-1850, and is a good historical work for military collections. Dr. S. N. D. North, 2 Jackson Place, Washington, D. C., has a limited supply of his publications for distribution. The demand has already been large, and now there will doubtless be a small charge to cover miscellaneous expenses.

The Remington Typewriter Co., through the Stenographic Efficiency Bureau, 327 Broadway, New York, is still issuing its small board-covered booklet, "Cutting the Cost of Stenographic Service."

Another more recent publication from that concern is "How to Become a Successful Stenographer." Both of these booklets should be in every library of business subjects.

In the Field

Mrs. Philip L. Allen has become librarian of the Stephens Junior College, Columbia, Mo.

Miss Maude Baker, librarian at Clarinda, Iowa, has gone to the Ordnance Department, Washington.

Mr. Edmund M. Barton, of Worcester, Mass., died April 14, at the age of seventy-nine. He had been associated with the American Antiquarian Society since 1866, as assistant librarian, librarian and librarian emeritus.

Miss Dorothy Bell, librarian of D. C. and W. B. Jackson, Boston, has left that firm. The library has been closed indefinitely.

Mr. Walter Briscoe, chief librarian, Nottingham (England) Public Library, spoke on "Commercial and Technical Libraries," at the 26th annual meeting of the North Midland Library Association.

Miss Kathleen Calhoun, an assistant librarian at the University of Alberta, Edmonton, Canada, has entered the Library Department of the Military Hospitals Commission, Ottawa.

Miss Ida Campbell has left the St. Louis Public Library and accepted a position in the library of the B. F. Goodrich Rubber Co., Akron, Ohio.

Mrs. E. Chick, of the New York School of Filing, is one of the new members of the Association.

Miss Winifred Coffin has resigned her position as cataloguer in the Eau Claire, Wisconsin, Public Library to take up work in the Ordnance Bureau in Washington.

Miss Jessie E. Dorrance has resigned from Public Affairs Information Service to be with the library of the American Institute of Social Service, New York City.

Miss Elizabeth Fanning, librarian of the Social Service Library, Boston, has resigned her position and is to be married to Mr. C. K. Crennan.

Mr. Charles Frankenberger, formerly of the College of Physicians and the Jefferson Medical College Library in Philadelphia, has become librarian of the Kings County Medical Society of Brooklyn.

Dr. Edward A. Hartwell, head of the Statistical Department Library in Boston, has

been elected a member of the Library Committee of the American Statistical Association.

Miss Margaret Henley has left the Library of Coe College, Cedar Rapids, Iowa, to become a cataloguer in the Indianapolis Public Library.

Miss Sarah A. Howell, head of Order Department, United Engineering Society Library, has been appointed technical librarian for the Glenn L. Martin Co., Cleveland.

Mr. Dorsey W. Hyde, Jr., was appointed librarian of the New York Municipal Reference Library of May first. Mr. Hyde is a Cornell man, has studied at the Sorbonne, was formerly on the editorial staff of the American City, and later research manager of the American City Bureau.

Miss Mildred N. Johnson, librarian at Northwestern School of Commerce, who went to Washington a few weeks ago, has charge of reference work and filing systems at the Shipping Board, Washington.

Miss Estelle Liebmann, librarian of the National Workmen's Compensation Bureau, New York, recently spent a few days in Boston visiting special libraries.

Miss Alice M. Long has left the American Institute of Social Service Library to go to H. W. Wilson Co.

Miss Helen McNutt of Hammond, Indiana, has received a federal appointment at Washington.

Miss Jeanette C. Morgan goes to the Bureau of War Risk Insurance, Washington, from the Fresno County Free Library, California.

Miss Frances Morton is leaving Beatrice, Neb., to fill a government appointment in Washington.

Miss Etta Muenich of the Hammond, Indiana, Public Library has taken a position in the War Department.

Miss Alpha Perkins, children's librarian of Lebanon, Indiana, has resigned to enter federal service in the War Department.

Miss Florence Price has accepted a position in the Iowa State Library, having resigned from the reference department of the Des Moines, Iowa Public Library.

Miss Ina Rankin has a position in the library of the Rockefeller Foundation.

Miss Nell Ryan, formerly in the circulation department of the Indianapolis Public Library has accepted a clerkship in the War Department

Miss Mary B. Snyder has resigned as librarian of Henry Disston and Sons, Philadelphia, and expects to enter Government work soon.

Miss May E. Taft has become a cataloguer in the Dental Library of the University of Pennsylvania.

Miss Grace A. Taylor has been appointed to a position in the Quartermaster's department in Washington

Mr. Arthur N. Thomas, of the Library of Congress, is to assist for three months at the Ohio State University Library.

Miss Dorris Vincent, first assistant, Frankfort, Indiana, has received an appointment in the War Department in Washington.

Miss Belinda Wainwright, formerly of the Quincy Library, who has been taking instruction in library science at Boston University this year, has been appointed field secretary of the Girls' Friendly Society War Emergency Committee which works with the Y. W. C. A. and other organizations.

Miss Marie Watkins, St. Louis Public Library, has become an indexer in the Ordnance Department at Washington.

Miss Pearl Wheeler, of the Des Moines Public Library, is supervising the cataloguing of the public document department in the Wyoming State Library, Cheyenne.

Miss Ethel Wigmore began her new work May 15 as assistant librarian in the University of Maine

Miss Martha Wooten, first assistant at Indiana Harbor, Indiana, has resigned in order to enter government work in Washington

BOOK REVIEWS

"The Poets of the Future. A College Anthology for 1916-17 Edited by Henry T. Schnittkind Stratford Co., Boston. 1917, 320 p., \$1.50

This volume, in its source and scope, marks a significant step forward in the renaissance of verse writing which within the last decade has gripped America. Among various magazine anthologies and poetry magazines proper

it fills an important place. It bridges the gap between the pure amateur, the college man who writes because he can't help it, and his more sophisticated elder brother of the daily or monthly press and publishing house. In so doing it opens a whole field of writing, and interesting writing, before closed to all but the favored few whose privilege it is to live in close touch with the workroom where the poets and poems of the future are being fashioned. We hope to see many companion volumes in the later growth of the series.

May we suggest that, for library reference service, the value of the book would be increased by additional indices of names and first lines, and by a more clearly defined mechanical grouping of the poems.

"Advertising and Service." Banking Advertising that really makes good. Profitable Direct Advertising—Going After All the Business—Buy the Sort of Service that Holds Business." Chicago, A. W. Shaw Co., 1918, 312 pages, illustrated, \$3.00

This is the first volume in the new Shaw "Banking Series." It analyzes the field, plans the campaign, distributes the advertising appropriation, tells how to prepare copy, and so forth. Direct advertising is treated, and includes information on the mailing list, follow-up system, the house organ and other booklets. The third part is devoted to special phases of bank advertising, including the accounts of foreigners, farmers, women and children, business men, and thrift clubs. The fourth part takes up the new business department and other activities.

"A Manual for Correspondents." By Roy and T. L. Davis, Boston, 1918, Business Service Bureau, 525 Boylston Street, Folio Size, Loose Leaf, 25 pages, 50c

It contains model forms and instructions for stenographic work, some grammar and self-examination questions. Appended, is "A List of Books Worth Reading," which does not, however, give publishers or date, also a list on "Business English and Courses" arranged alphabetically by titles but without publication date.

"Workmen's Compensation." By J. E. Rhodes 2nd. New York, Macmillan, 1917, 300 p., \$1.50.

A history of the Workmen's Compensation movement in the U. S., principles of the system, and main topics, such as accident insurance, agitation in the U. S., compensation legislation in the U. S., social aspects of Workmen's Compensation. References for each chapter. Written in non-technical language calculated to give an all-round knowledge of the subject

List of References on Community Centers; Their Organization and Application to War Work

(Compiled under the direction of H. H. B. Meyer, Chief Bibliographer, Library of Congress, with the co-operation of the state libraries, state legislative reference departments and municipal reference libraries. Contributions were received from the following: New York Public Library, the Training School for Community Workers of the People's Institute of New York and the Department of Labor Library, Washington, D. C.)

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Collier, p. 3-4, 23. School buildings serving the country, p. 6.

No. 6.—To food committees—use the forces that exist, by John Collier, p. 2. Food the deciding factor in the war—a call to co-operate, by Herbert C. Hoover, p. 3. How the nation reaches the community to mobilize the food savers, by Ray L. Willbur, p. 4. Organizing national service by school districts, by Miss A. Archibald and E. C. Gibney, p. 5. Red Cross work, p. 7. War recreation service, p. 8. "Cradles of democracy," p. 9, 16. A food saving campaign, p. 12.

No. 7.—Reaching "the masses" with the food program, by John Collier, p. 2, 12. Leagues of rural center . . . aiding the government, by J. H. Montgomery, p. 3. How to organize centers for food conservation, p. 5-6. A new survey of school centers, p. 7.

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No. 11.—The community center idea as defined by thinkers and workers, including President Wilson. Club house of the people; changing hyphens into Americans, by Rowland Haynes, p. 5. Vol. 2, no. 2. The community council plan of national organization by the Council of national defense. Proclamation of the President to the state councils of defense, p. 1. The nation's new community council organization now developing under the Council of National defense, p. 10-11. Community centers and the war, by John Collier, p. 12. Unique war programs of Boston school centers, by E. B. Merio, p. 13.

- 95 The saving of Russia and the unshackling. How the community organizations have made a free Russia possible. National community center association. Community center, Apr. 7 1917, v. 1 no. 4; 7-8.

96. Seek fund to maintain morale of our new army. Greater New York, Nov. 5, 1917, v. 6: 11. HF296 G8, v. 6.

"The Merchants' association of New York city has undertaken to co-operate in raising a War camp community recreation fund of \$3,750,000, of which it is expected \$750,000 will be contributed by New York City."

- 97 Turnor, Christopher. Village communities and the work they can do. Progress, Apr., 1917, v. 12: 55-62.

HN381.P9, v. 12

- 98 U. S. Council of national defense. Community councils. Washington, D. C. 1918. 6 p. Mimeographed. (Its Bulletin no. 83.)

Discusses community center war work to be undertaken by the government.

- 99 War camp community—recreation service; Nation-wide experiment in friendliness. Modern city, Jan., 1918, p. 3-15, 38, 41, 43; Feb., p. 3-12.

- 100 War service and the schools. American school board journal, Mar.-Apr., 1918, v. 56: 78-79; 60-61. L11 A8, v. 56

*Not at present in the Library of Congress.

Recent additions to the commercial museum at Boston University include an extensive exhibition from the Henry Disston Company, Philadelphia, representing their entire line of hardware, including some of the finer specimens of saws, files and other material obtainable. The several processes of manufacture are shown, as well as specimens of the finished articles. This is the only reproduction of a like exhibit now housed in the Philadelphia Commercial Museum.

A smaller exhibit has been received from the Barrett Company, New York City representing products of this concern, which manufactures roofing material of a well-known brand.

Twenty-five years of industrious effort has enabled Mr. W. A. Hildebrand, assistant librarian of the New York Historical Society, to gather an exceptional private library of early American play bills, etc.—38 Cambridge Avenue, Jersey City Heights.

"The Fossils" is an organization of grown-up boys who used to publish amateur journals all over the country in the 70's and 80's. They maintain a collection of 26,000 amateur papers in their library on the thirteenth floor of the Sun Building, New York City.

It is reported that Mr. Louis A. Armistead, librarian of the Boston Elevated, has received an appointment to go to France in connection with the Engineer Corps or some other technical branch of the service.